

Agricultural Marketing Service
Office of the Deputy Administrator, Marketing Programs
Cotton Division, Grading Branch
Classing Office
Clerk, GS-303-04

SJ CN30

I. INTRODUCTION

The Classing Office carries out assigned Cotton Division programs within a designated geographical area. Programs include the classification of cotton, market news services, statistical procedures incidental to quality estimates of the cotton crop and annual carryover, cottonseed sampling, and other marketing and allied regulatory responsibilities.

The incumbent serves as a clerical assistant in the Classing Office.

II. DUTIES AND RESPONSIBILITIES

The incumbent performs a variety of clerical functions in support of the office mission.

- A. Telephone and Receptionist: Receives telephone and personal callers, handling many routine matters and directing technical matters to the proper person.
- B. Correspondence: Receives, opens, and distributes mail.
- C. Appointments: Keeps the supervisor's calendar, clearing requests for appointments and reminding him/her of appointments.
- D. Maintaining Records and Files: Maintains the office files, obtains documents, files and background information for the supervisor on the basis of general instructions as to the nature of the subject matter. Receives requests for statistical or informative material concerning the operations of the office.
- E. Supplies: Obtains supplies and prepares requisitions; performs duplicating services.
- F. Travel Arrangements: Assists in making travel arrangements for office personnel, such as obtaining plane reservations and tickets. Prepares transportation requests and travel vouchers.
- G. Time and Attendance Reports: Processes Time and Attendance Reports for permanent and temporary employees. Maintains control records of number of days worked by employees under Schedule A appointments.

H. Administrative and Program Reports: Tabulates and summarizes classification data used for cotton quality statistical reports. Prepares daily and weekly classing reports, weekly cotton and cottonseed market data reports, monthly reports required for government automobiles, and various reports required in connection with personnel and funds estimates.

I. Billing: Maintains an auditable billing record of individual producers and/or gins and sampling agents for the purpose of user fee billing for all classification on forms CN-117. Segregates forms CN-117 by gin and sorts for posting to billing record. Where individual producers are billed, posts to billing record the number of bales, inclusive bale numbers and date classed. At the end of each accounting period, prepares invoices covering bales classed for current period and mails to individual producers and/or gins or sampling agents. Incumbent receives, posts, and transmits daily to National Finance Center checks covering payment of invoices for classification. Maintains a summary record of billings and payments and forwards statement of earnings billed for and not collected to Financial Management Division at end of each accounting period.

J. Personnel: Under the general supervision of the Office Assistant, receives applications for employment, maintains recruitment rosters of applicants, interviews applicants and makes local reference checks by telephone, prepares personnel papers and forms, receives and delivers salary checks and bonds, answers personnel inquiries of employees concerning appointments and leave, and keeps controls on time worked by temporary employees to insure time limitations on service year are not exceeded. Assists in preparation of other documents and reports as required.

K. Equal Employment: Adheres to Equal Employment and Civil Rights (EEO/CR) policies, goals, and objectives in performing the duties of this position. Assures that written and oral communications are bias-free and that differences of other employees and clients are respected and valued.

III. JOB CONTROLS

A. Responsibility for the Work of Others: None.

B. Supervision and Guidance Received: Works under general supervision of the Area Director and the Office Assistant. Work is assigned in terms of methods to follow and anticipated results. Work of a continuing nature is carried out independently. Work is reviewed upon completion for accuracy, timeliness, and adherence to instructions. Written guidelines include the Cotton Division Procedures Manuals, AMS Directives, regulations under the various Cotton Acts, and directives and instructions from the Field Director.